

[Business Name ]  
[ Address ]  
[ City, State Zip ]

Dear Client:

We are writing to notify you of an incident that may affect the security of your personal information.

On April 27, 2013, an unknown individual(s) burglarized Millimaki Eggert's San Diego, California office and stole, among other things, two password-protected laptops containing sensitive information. We reported the theft to local law enforcement, and law enforcement's investigation into this incident is ongoing. We commenced an internal investigation into the incident to determine what data was stored on each laptop at the time of the theft. We retained privacy and data security legal counsel to assist with its investigation of, and response to, this incident. Although this investigation is ongoing, we determined that your Name, Address and Social Security Number were stored in a password-protected software program on one of the laptops at the time of the theft.

We take this matter, and the security of your personal information, seriously. We are unaware of any actual or attempted misuse of your personal information, and it does not appear that the personal information stored on the laptops was the target of the theft. Nevertheless, we are providing this notice to you to ensure that you are aware of the incident and so that you may take steps necessary to monitor your identity, credit, and financial accounts, should you feel it is necessary to do so.

We encourage you to remain vigilant, to review your account statements, and to monitor your credit reports for suspicious activity. Under U.S. law, you are entitled to one free credit report annually from each of the three major credit reporting bureaus. To order your free credit report, visit [www.annualcreditreport.com](http://www.annualcreditreport.com) or call, toll-free, 1-877-322-8228. You may also contact the three major credit bureaus directly to request a free copy of your credit report.

At no charge, you can also have these credit bureaus place a "fraud alert" on your file that alerts creditors to take additional steps to verify your identity prior to granting credit in your name. Note, however, that because it tells creditors to follow certain procedures to protect you, it may also delay your ability to obtain credit while the agency verifies your identity. As soon as one credit bureau confirms your fraud alert, the others are notified to place fraud alerts on your file. Should you wish to place a fraud alert, or should you have any questions regarding your credit report, please contact any one of the agencies listed below.

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You can also further educate yourself regarding identity theft, and the steps you can take to protect yourself, by contacting your state Attorney General or the Federal Trade Commission. **For North Carolina residents**, the Attorney General can be contacted at 9001 Mail Service Center, Raleigh, NC 27699-9001, 1-919-716-6400, [www.ncdoj.gov](http://www.ncdoj.gov). **For Maryland residents**, the Attorney General can be contacted at 200 St. Paul Place, 16<sup>th</sup> Floor, Baltimore, MD 21202, (888) 743-0023, [www.oag.state.md.us](http://www.oag.state.md.us).

The Federal Trade Commission also encourages those who discover that their information has been misused to file a complaint with them. The Federal Trade Commission can be reached at: 600 Pennsylvania Avenue, NW, Washington, DC 20580, [www.ftc.gov/bcp/edu/microsites/idtheft/](http://www.ftc.gov/bcp/edu/microsites/idtheft/), 1-877-ID-THEFT (1-877-438-4338); TTY: 1-866-653-4261. Instances of known or suspected identity theft should also be reported to law enforcement.

We apologize for any inconvenience or concern that this may have caused you. The safety and security of your personal information remains a top priority of ours. Please call Lindsey James at 858-748-5700 with any questions or concerns.

Very truly yours,

*Michael Eggert*  
Michael Eggert, CPA  
Millimaki Eggert LLP

[Name ]  
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We take this matter, and the security of your personal information, seriously. We are unaware of any actual or attempted misuse of your personal information, and it does not appear that the personal information stored on the laptops was the target of the theft. Nevertheless, we are providing this notice to you to ensure that you are aware of the incident and so that you may take steps necessary to monitor your identity, credit, and financial accounts, should you feel it is necessary to do so.

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